

POSITION TITLE	People & Culture Learning & Support Trainee	
GROUP / DEPARTMENT	Corporate Services / People & Culture	
REPORTING TO	People & Culture Business Partner	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Full time (35hrs per week) 2 year fixed term Local Government State Award	
BAND/LEVEL	Band 1 Level 1	
GRADE	Grade 1	
APPROVAL	CEO	Date:
EMPLOYEE	Name:	Date:
<p>POSITION PURPOSE</p> <p>This trainee position provides an opportunity to attain a qualification whilst gaining valuable work skills and experience. The trainee will gain experience while assisting the People & Culture team in a wide range of roles including: training and organisation development, payroll administration, performance management, recruitment and selection and other HR advisory functions; while undertaking a Certificate IV in Human Resource Management.</p> <p>The trainee enters into a training contract for a period of 2 years completing a Certificate in Human Resource Management.</p>		
<p>ACCOUNTABILITIES</p> <p>This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:</p> <p><u>Operational Accountabilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with Payroll administration and Processing <input type="checkbox"/> Support stakeholders in performance management processes <input type="checkbox"/> Assist with recruitment and selection process <input type="checkbox"/> Support the training and professional development service <input type="checkbox"/> Assist with Workers Compensation reconciliation <input type="checkbox"/> Provision of effective and accurate HR generalist support <input type="checkbox"/> Assist with Uniform Management and Service Delivery <input type="checkbox"/> HR Records - ECM Service <input type="checkbox"/> Completion of relevant Certificate in Human Resource Management 		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • People & Culture team • Other officers requiring support from People & culture 	<ul style="list-style-type: none"> • Government Departments 	

- Other local governments
- Fair Work Commission
- Unions

KEY DUTIES & RESPONSIBILITIES

- Willingness to undertake a Certificate IV in Human Resource Management qualification.
- Undertake HR administration duties such as screening calls, including but not limited to payroll, training and recruitment enquires
- Collate information in line with training identified from staff performance development reviews, compliance requirements and general organisation development to create the annual learning and development plan
- Administer course bookings
- Research training providers and consultants to find the most cost-effective training options
- Assist with Input of payroll data and processing
- Assist in administration of onboarding and offboarding team members.
- Administration of training register and assist with collation of training modules and employee registers
- Assist Delivery of Council's Corporate uniform system.
- Coordinate council wellbeing activities, such as flu vaccinations and hearing testing.
- Collate workforce data.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Keep up to date with all study required to achieve a Certificate IV in Human Resource Management.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Ability to achieve a Certificate IV in Human Resource Management qualification.
- Must have numeracy, literacy and communication skills
- Well-developed interpersonal skills, problem solving and conflict resolution skills.
- Ability to working to deadlines.
- Demonstrated ability to maintain confidentiality and discretion.
- Demonstrated ability to undertake duties in a manner consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- National Police Check or willingness to obtain.
- Current Drivers Licence.

COUNCIL RESPONSIBILITIES**Council Values**

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.